

# Instructions to Set Up Roles

To set up your role/relationship, enter your user id and password at Secure Access Washington <https://secureaccess.wa.gov/>

Next, select the link 'Claim and Account Center - New! File Quarterly Report'

Select the 'Request Access' button

SSSUserProfile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Mail Print Wordpad

Address [https://secureaccess.wa.gov/register/lni/peb\\_prod/RegUserProfile.aspx?OriginalUrl=http%3a%2f%2forca.apps.](https://secureaccess.wa.gov/register/lni/peb_prod/RegUserProfile.aspx?OriginalUrl=http%3a%2f%2forca.apps.)

Washington State Department of Labor and Industries

L&I Home L&I Secure Access Logged in as: Pam Tester L&I Secured

My L&I Secure Access Profile Need help with registration?

Today's Date: 10/4/2008

**My contact information**

Name: Pam Tester Update contact information

Phone: 360-...-7...

E-Mail: h...@...net

**You currently have no registered access.**

Request Access

Department of LABOR AND INDUSTRIES

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The next screen you will see is the Access agreement page.

PrivacyStatement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Mail Print Wordpad

Address [https://secureaccess.wa.gov/register/lni/peb\\_prod/RegUserProfile.aspx?OriginalUrl=http%3a%2f%2forca.apps.](https://secureaccess.wa.gov/register/lni/peb_prod/RegUserProfile.aspx?OriginalUrl=http%3a%2f%2forca.apps.)

Washington State Department of Labor and Industries

L&I Home L&I Secure Access Logged in as: Pam Tester L&I Secured

Need help with registration?

Please read the following information. At the bottom of the page, check the box, enter your initials, and select continue.

**Access agreement**

Please read this **Access Agreement** ("Agreement") carefully before accessing Washington State Department of Labor and Industries (L&I) information through an L&I web site or web connection to mainframe data (the "Site"). This Agreement is entered into between L&I and any individual or entity who accesses or uses the Site (the "User" or "You.") As a condition to accessing the Site, the User agrees to be bound by the terms of this Agreement, the [Intended Use/External Content Policy](#) and [L&I's Privacy and Security Statement](#). Use of or access to the Site shall constitute acceptance of and agreement to be bound by these terms. If you do not wish to be bound by these terms, do not access the Site.

The Site is provided without charge. It is a World Wide web site on the Internet that is designed to create an online community of Users. It is owned and operated by L&I. It contains or may contain information, communications, opinions, text, graphics, links, electronic art, animations, audio, video, software, photos, music, sounds and other material and data (collectively, "Content") formatted, organized and collected in a variety of forms that are generally accessible to Users, including connections to mainframe data, databases, and interactive areas that may or may not be modified by Users.

**Access to and Interacting with the Site**

You are responsible for providing all hardware, software, telephone or other communications equipment and/or service to connect to the Internet and access the Site and are responsible for all Internet access charges, telephone charges, digital certification costs, or other fees or charges incurred in connecting to the Internet and accessing or interacting with the Site.

L&I does not guarantee access to the Site or that the Site or any link will be uninterrupted or error free. The content within the Site may include technical or other inaccuracies or typographical errors. Under no circumstances shall L&I be liable to

Local intranet

After reading through the information, scroll to the bottom of the page check the box, enter your initials, then click Continue

### L&I's Web Site Accessibility Policy

Washington Department of Labor and Industries (L&I) is committed to providing access to all individuals, disabled or not, seeking information on our web site. L&I has adopted the portions of the federal 508 and [W3C accessibility guidelines and standards](#) that have the most positive impact on people using assistive technologies.

If you are experiencing difficulty accessing information on this site, we will be glad to send you the information in an alternate format. Please contact us using our [Site Feedback](#) form at the bottom of any page and indicate

- The nature of your accessibility needs.
- The URL (web address) of the material you tried to access.
- Your contact information.

We will contact you and attempt to provide the information you sought.

You can also call 1-800-LISTENS (1-800-547-8367) for assistance. TDD users, please call 360-902-5797.

☒ I have read, understand, and agree to the department's access agreement.

Initials

Go to the Department of Labor & Industries [home page](#) (without completing your profile)

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The next screen is the screen where you select your type of relationship. For payroll provider, you are looking for the Third Party Representative, which is at the bottom of the page.

<a href="#">Medical and Vocational Providers</a>	<b>Vocational providers:</b> Vocational providers will have access to injured workers' claims where you are the assigned vocational firm
	<b>IME providers:</b> Independent Medical Examiners will have access to injured workers' claims where you have been requested by the department to perform an IME.
<a href="#">PEB Provider</a>	This option allows you to access Provider Express Billing and submit bill files and download remittance advices as well as file acknowledgements.
<a href="#">Retrospective Rating Assoc.</a>	Retrospective rating groups will have access to members' claims, accounts, and retro information.
<a href="#">Third Party Representative</a>	<b>Third Party Representative</b> -Third party administrators will have access to claims, accounts, or retro information for the organizations they represent. <b>Accountant</b> -Accountants will have access to account information for the organizations they represent. If you are an Accountant you must select to "Activate access" for both the Access Manager and Account Manager roles on the page titled "Change access permissions for: Accountant New"

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Click this link, and it prompts you to enter a UBI number. Please enter **YOUR** UBI number, then click the Request access by Unified Business ID (UBI) button:

**IME providers:**  
Independent Medical Examiners will have access to injured workers' claims where you have been requested by the department to perform an IME.

[PEB Provider](#) This option allows you to access Provider Express Billing and submit bill files and download remittance advices as well as file acknowledgements.

[Retrospective Rating Assoc.](#) Retrospective rating groups will have access to members' claims, accounts, and retro information.

**Third Party Representative**-Third party administrators will have access to claims, accounts, or retro information for the organizations they represent.  
**Accountant**-Accountants will have access to account information for the organizations they represent. If you are an Accountant you must select to "Activate access" for both the Access Manager and Account Manager roles on the page titled "Change access permissions for: Accountant New"

Please provide a UBI (Unified Business ID) access is considered at the UBI level which includes all accounts under a UBI.

111111112 XXXXXXXXXX - 9 Numbers

[Request access by Unified Business ID \(UBI\)](#)

[Cancel and return to My L&I Secure Access Profile](#)

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If someone has already been granted access as the access manager, you will need to gain the access from that person. Please call Web Support 360-902-5999 for assistance.

Washington State Department of Labor and Industries

**L&I Home** **L&I Secure Access** Logged in as: Pam Tester

**Request Confirmation**

The organization you requested access to is already registered for L&I Secure Access. Only an access manager of your organization can approve your request; approval is not done by L&I. If approved, all access to the data will be recorded and monitored to ensure only authorized access occurs.

Please confirm your request for access. If confirmed, your request will be e-mailed to your organization's access manager(s) for consideration. The access manager(s) will decide the level of your access.

Comments to be sent to access manager(s) in the email

[Yes, request access](#) [No, cancel request](#)

To check the status of your request, please contact your organization's access manager(s).

[View list of your organization's access manager\(s\).](#)

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If you are the first to request access, you will see this screen. Just click the yes button.

Washington State Department of  
**Labor and Industries**

L&I Home

L&I Secure Access

Logged in as: Pam Tester

**Register Organization**

Relationship: Third Party Representative

Unified Business ID (UBI): 111111114

You are the first person to register for this organization. By adding this relationship, you are setting up your organization for L&I Secure Access and you will automatically be the organization's access manager.

As the access manager you will be responsible for managing access to L&I secure data for users within your organization. When users request access, you will be notified by e-mail to act upon their request. They will not be given access to L&I secure services until you have granted their request.

If you do not wish to be responsible as an access manager for this organization, please select "NO" below, or just close your browser and a more appropriate team member should then register your organization with L&I secure services.

**Access Manager Agreement**

Each organization must have at least one access manager to manage access to L&I secure services for users. The first user who registers an organization automatically becomes the access manager for that organization. Additional access managers may be added by existing access managers. In addition to the access agreement previously accepted in this registration process, the access manager(s) agree to:


- Be responsible for managing the access permissions for users within your organization.
- Explain to your users that the data is sensitive and they must keep this data secure.
- Remove a user's access when the user leaves your organization or no longer requires access.

Do you want to accept responsibility for being the access manager for your organization?

Yes

No

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On this next screen, enter your business name and UBI number, then enter one of your client account numbers and click 'Continue'

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L&I Home

L&I Secure Access

Logged in as: Pam Tester

**Create Third Party Representative Relationship**

**NOTICE:** If you are not the **third party administrator** and are attempting to register as such, you may be in violation of State and Federal privacy laws. Such identity fraud perpetrated through the unauthorized use of Labor and Industries' systems shall be prosecuted to the full extent of the law.

**All access to data will be recorded and monitored to ensure only authorized access occurs.**

Please complete the information below and select Continue. We will mail a letter to the business mailing address on file for this **third party administrator** informing the business you have registered their organization and you are it's access manager. Fields marked with \* are required.

\*Business name

Your business name

IIIS SI TEST ACCOUNT

\*UBI number

Your UBI nubmer

111111114

>00000000< - 9 Numbers

\*Please enter one of the following for a business you represent:

Retro group ID

>00000000< - 1-8 Numbers

OR

Account ID

account number of one of  
your clients

91956800

>00000000< - 3-8 Numbers

Continue

Cancel Request

You have successfully registered. **At this point, be sure to check "Inactivate access" under both the Claim Manager and Retrospective Rating Worker headings to ensure proper filing access.** Now you can click 'Submit Update'

<a href="#">L&amp;I Home</a>	<a href="#">L&amp;I Secure Access</a>	Logged in as: <b>Pam Tester</b>
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**Change access permissions for: Pam Tester**

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You have successfully registered your organization and you are now the access manager.  
Use the options below to establish this user's access to your organization's information.

<b>User Profile</b>			
Name	Pam Tester	Status	<input checked="" type="radio"/> Active
L&I Relationship	Third Party Representative		<input type="radio"/> Inactive
Organization	LIINIS SI TEST ACCOUNT	Effective	10/4/2008
UBI	ORG-db29c8c3-91bc-4203-bdcc-1f912a3b6ed4		

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 [Access permissions](#)

<b>Access Manager: Active</b>	Effective: 10/4/2008	Ends on:
Users in this role are responsible for managing access for users of your organization but cannot view data in the Claim & Account Center.		
<input checked="" type="radio"/> This user is an access manager who can change permissions on other users' profiles.		
<input type="radio"/> This user is NOT an access manager.		

<b>Account Manager: Active</b>	Effective: 10/4/2008	Ends on:
Users in this role can view employer account information in the Claim & Account Center for your organization.		
<input checked="" type="radio"/> Activate access with no end date		
<input type="radio"/> Activate access with the following end date <input type="text" value="MM/DD/YYYY"/>		
<input type="radio"/> Inactivate access		

<b>Claims Manager: Active</b>	Effective: 10/4/2008	Ends on:
Users in this role can view claims in the Claim & Account Center that are associated to your organization.		
<input type="radio"/> Activate access with no end date		
<input type="radio"/> Activate access with the following end date <input type="text" value="MM/DD/YYYY"/>		
<input checked="" type="radio"/> Inactivate access		

<b>Retrospective Rating Worker: Active</b>	Effective: 10/4/2008	Ends on:
Users in this role can view retrospective rating group information in the Claim & Account Center for your organization.		
<input type="radio"/> Activate access with no end date		
<input type="radio"/> Activate access with the following end date <input type="text" value="MM/DD/YYYY"/>		
<input checked="" type="radio"/> Inactivate access		

[Submit Update](#)

[Finished](#)

Now, you can click the 'Return to Application' link, and start filing.

Washington State Department of <b>Labor and Industries</b>		
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<a href="#">L&amp;I Home</a>	<a href="#">L&amp;I Secure Access</a>	Logged in as: <b>Pam Tester</b>
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**Congratulations**

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Congratulations! You have successfully registered for L&I Secure Access

Note: For security purposes, L&I Secure Access does not provide you with a comprehensive list of claim numbers or account IDs that you can or cannot access. It is your responsibility to keep track of this information.


What would you like to do next?

[Go to My L&I Secure Access Profile](#)

[Go to your organization's Manage User list](#)

[Return to Application](#)

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